



We are currently accepting applications for the seasonal, part-time position of:

Battle Green Guides

Hourly Rate \$9.00
Seasonal April – October

Average weekly hours depends on availability and scheduling.
Season currently April and May, weekends only
Daily Memorial Day through October
Occasional hours available November - March.

No benefits

<p>Applications are accepted on a rolling basis and will be reviewed when they are submitted.</p>
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GENERAL SUMMARY:

- ◆ Battle Green Guides serve as ambassadors for the Town of Lexington.
- ◆ Period clothing will be provided and must be worn at all times during shift on Battle Green.
- ◆ Must be familiar with local Revolutionary history and provide walking tours of the Lexington Battle Green.
- ◆ Guides should be familiar with Lexington restaurants, shops and services and be able to direct visitors based on their interests.
- ◆ Knowledge of and the ability to direct visitors to local tourist attractions including the Liberty Ride, the three Historic Homes, and the Minute Man National Historical Park, as well as the information services available at the Lexington Visitors Center.
- ◆ Foreign language skills, particularly in Chinese, French, and Spanish a plus.
- ◆ Must be available on a flexible from Memorial Day – October and have weekend availability in April and May.
- ◆ Training will be provided on all information/knowledge required for the position. No experience is necessary.

WORKING CONDITIONS & PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to walk (sometimes backwards), talk, and hear. The employee is required to have mobility in order to walk with tourists to and from sites,

use of hands to finger, handle or feel objects, use a microphone. Is exposed to inclement weather and uneven walking surfaces and must wear period clothing and footwear at all times during shift.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or from the Human Resources Department. Resumes may be attached to the application form, but cannot serve as a substitute for completing the required application form.

Applications are accepted on a rolling basis and will be reviewed when they are submitted.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

All applications will be reviewed on an ongoing basis and the most highly qualified candidates will be invited to one or more interviews. Early submission is encouraged. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
